

LAKE COUNTY COMMISSIONERS

NOTICE OF JOB VACANCY

Posting Date: February 5, 2016

CLASSIFICATION TITLE:	Survey – GIS Technician II
NUMBER OF POSITIONS:	ONE (1)
DEPARTMENT:	Tax Map
RATE OF PAY:	Commensurate with experience.

POSITION DESCRIPTION:

The primary objective of this position within the County Engineer's Tax Map Department is to review new survey documents and update the GIS Tax Maps under the supervision of the Tax Map Supervisor and Chief Surveyor.

Essential Functions

This position requires the individual to acquire a working knowledge of the Lake County Tax Map GIS indexing system and the ability to review new survey documents and Plats in accordance with The Lake County Auditor and Engineer Conveyance Standards with minimum supervision. The incumbent will frequently communicate with other Lake County Departments such as the Recorder, Auditor, Planning Commission and the Commissioner's Office and will be required to understand the basic functions of each office.

This technical position requires the individual to learn new computer and survey technology, specifically ESRI software, and be able to adapt to frequent software upgrades.

The person in this position will conduct record research and other tasks as assigned of the Tax Map Supervisor or from the direction of the Chief Surveyor.

Job Requirements

This individual will use ESRI ARC VIEW software to draw new plats and surveys on the GIS. This position requires the technician to follow established review guidelines and instructions from superiors. A four (4) year Degree in Geography or Surveying, or a combination of education and experience in surveying or civil engineering is preferred. Possession of a valid Ohio driver's license, a good driving record and insurability is mandatory.

Prior field and office survey experience is essential. The incumbent will assist the Tax Map Supervisor and will be able to substitute in his absence.

Physical and Working Conditions

The majority of this is performed while seated or standing in a public office setting. Essential and other important responsibilities and duties require maintaining physical condition necessary for sitting for prolonged periods of time. However, there will be walking, standing, bending, carrying of light items such as papers, books, and files, driving an automobile, etc. Manual dexterity is required. Frequent lifting of plat books and plat binders is required. The individual must be able to lift up to 35 lbs and pass a general health physical. Normal hearing acuity is required for position-related reasons. Normal vision acuity is required due to the large volume of documents and materials which must be read and reviewed.

How to apply

Obtain an employment application from the Lake County Engineer (<http://www.lakecountyohio.gov/engineerdept/DownloadableFormsPermits.aspx>).

Submit employment application with resume to: Bob Gockel, Tax Map Supervisor, Tax Map Department, 105 Main Street, Painesville, OH 44077 by February 19th 2016.